

Tutorial on Getting Started

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¹ A GUEST and a BEACH VIEWER have similar rights. The only difference is that a BEACH VIEWER can see the full contact details for the particular group in which they are a member. A GUEST will not be able to see restricted information such as group address, email or phone number.

1. Getting Started

Contact sandwatchdatabase@gmail.com to obtain a **username** and **password**.

Type <https://sandwatchdb.org/beachdata> in your browser window.

The following screen will come up:

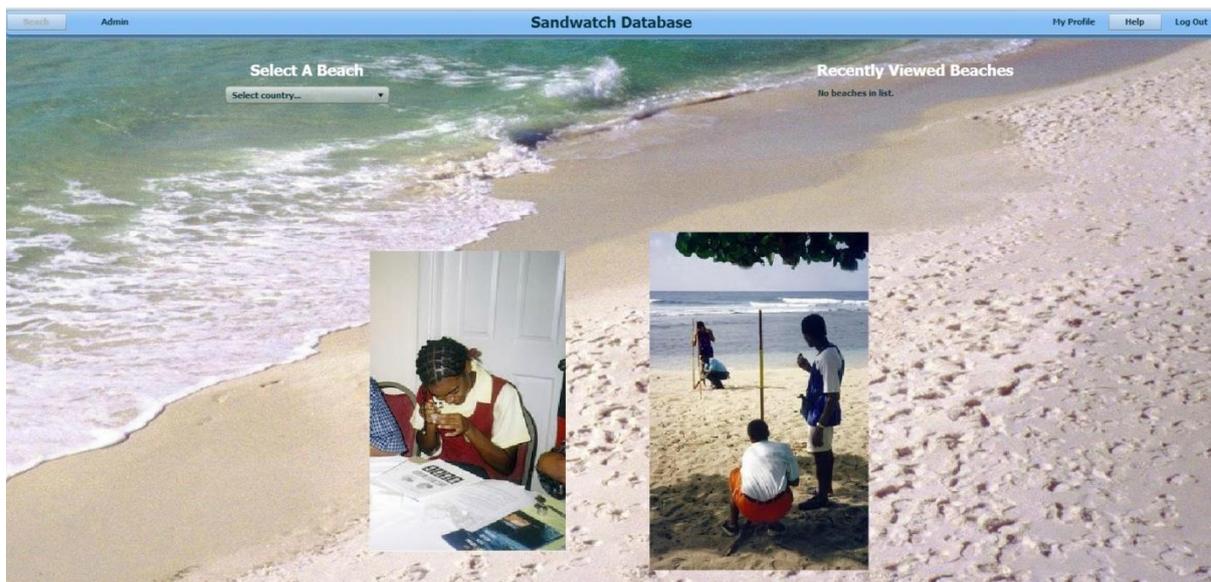


Type in your **username**

Type in your **password**

Click **Log in**

The following screen comes up:



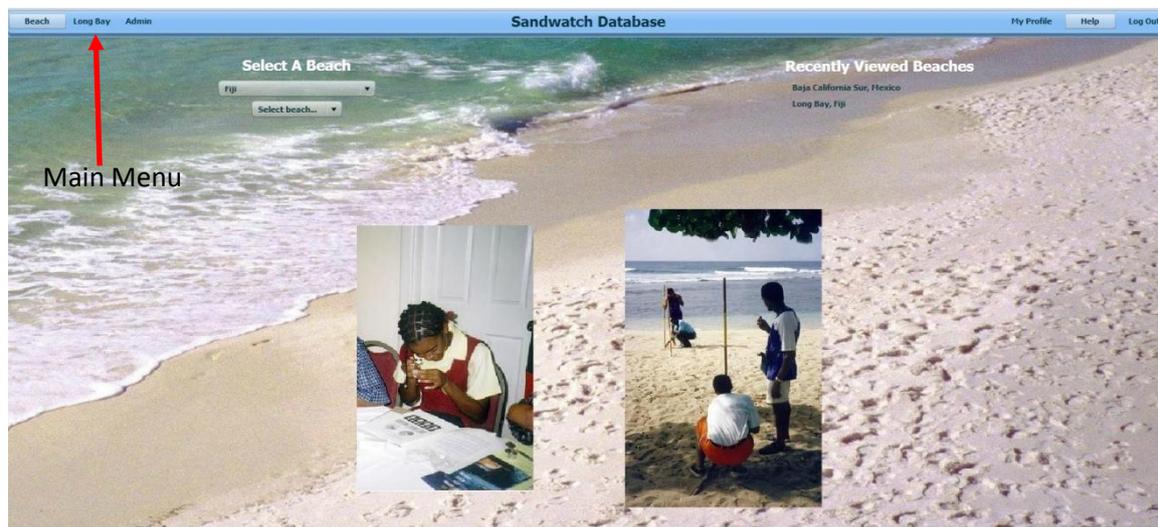
2. Exploring the database as a GUEST

If this is your first time using the database, take a few moments to explore some of the things the database can do.

To view sample data for the beach called Long Bay, under **Select A Beach** (top left of the page), click on the drop-down arrow, and select the top entry - **Sandwatch examples**. After doing this a beach drop-down list is added to the screen, select the beach **Long Bay (Brevard Secondary School)**.



Once you have made your beach selection, the only change you will see is that the name **Long Bay** appears in the blue header (Main Menu).

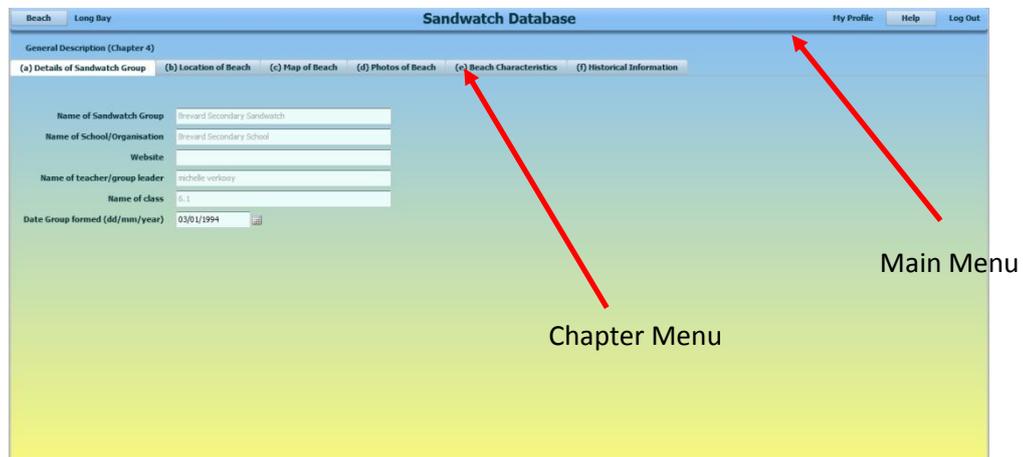


Now let's explore one chapter: General Description (Chapter 4)

On the top left of the Main Menu click on **Beach**

Click on **General Description (Chapter 4)**

This takes you to the following screen:



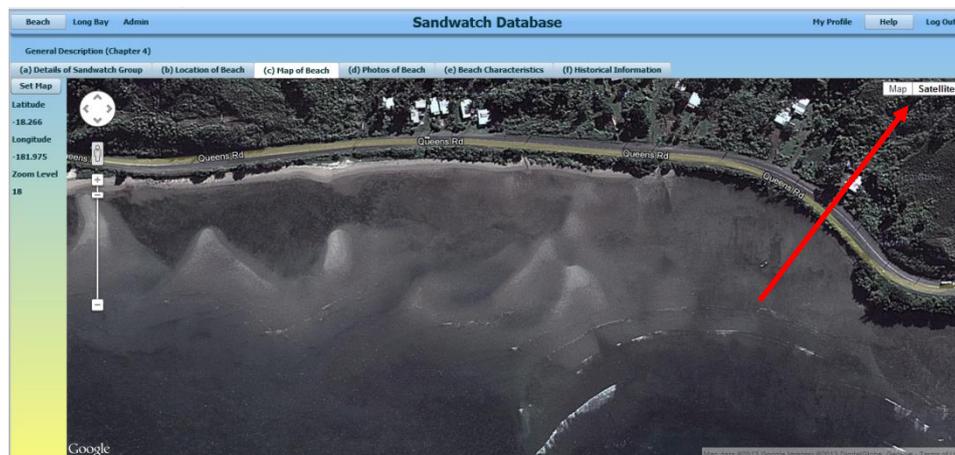
You will see a Chapter Menu under the Main Menu

At this stage you are in section **(a) Details of the Sandwatch Group** in Chapter 4.

Click on **(b) Location of Beach** on the Chapter Menu

This will show you the latitude and longitude coordinates and you will see a sketch map of the beach. Depending on your connection speed the map may take up to 60 seconds to show on the screen.

Now click on **(c) Map of Beach** on the Chapter Menu. Here you will see a map of the beach from Google Earth. You can obtain a map or a satellite view by clicking on **Map** or **Satellite** at the top right hand side of the image (see next screen).

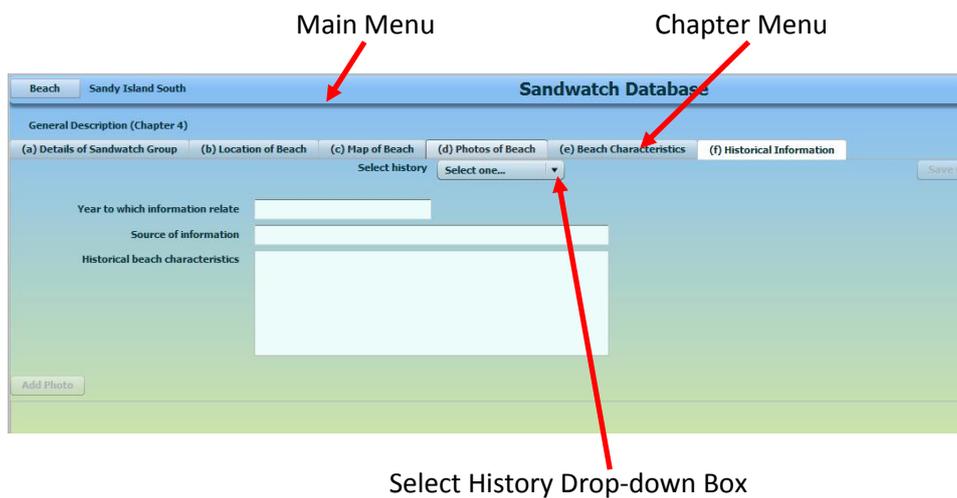


Click on **(d) Photos of Beach** on the Chapter Menu – this shows you three photos of the beach. If you click on one of the photos, then the screen shows the photo full size. (Again depending on

connection speed, it may take a short while for the full size photo to come up). When you are finished looking at the full size photo, click on the **Done** button to close the photo.

Click on **(e) Beach Characteristics** on the Chapter Menu– this shows you some general information about the beach such as: Length of monitored beach and typical sea conditions. Scroll down the page to see more characteristics.

Click on **(f) Historical Information** on the Chapter Menu;



Under the Chapter Menu you will see a drop-down arrow beside **Select History**. Click on the drop-down arrow and select **1970**; you will see some information and photos about the dunes that used to exist and how they have been mined.

You have now seen everything you can do under General Description (Chapter 4).

To see the other chapters click on **Beach** on the Main Menu and select a different chapter.

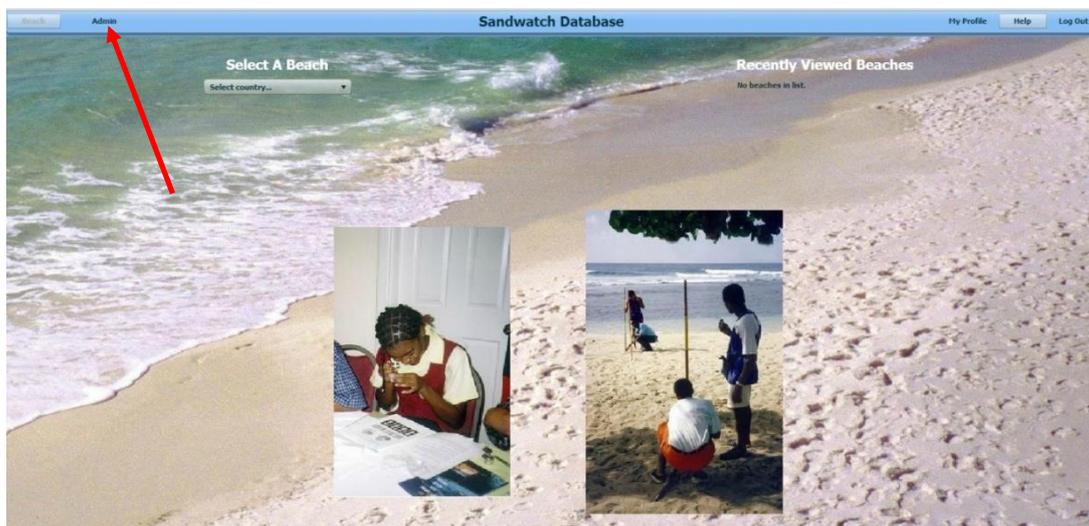
3. Getting started as a BEACH ADMINISTRATOR

If you are the Sandwatch leader at your school or for your group then you are the Beach Administrator. As a Beach Administrator you are responsible for the data entered for your beach(s). You can set up beaches and you can set up beach editors and beach viewers for each beach. This section of the tutorial takes you through the different steps.

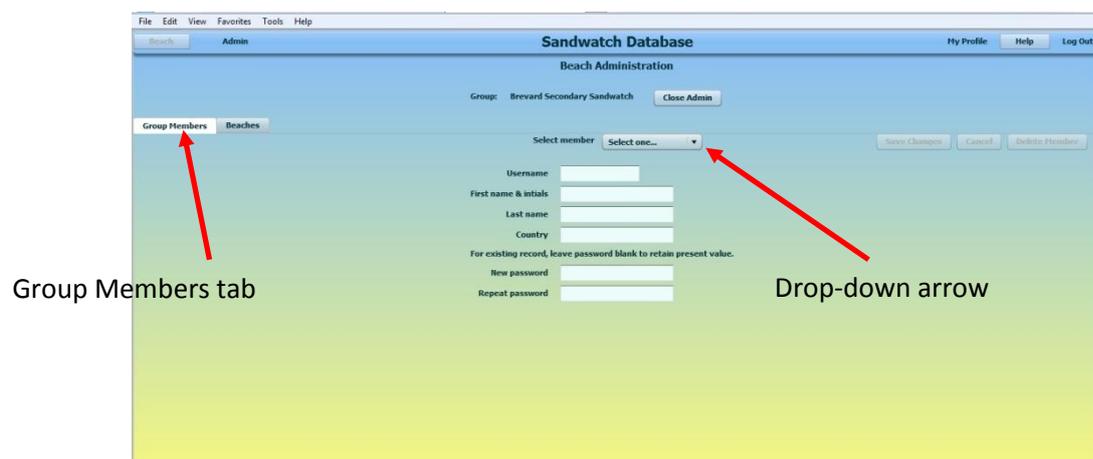
Contact sandwatchdatabase@gmail.com to obtain a **username** and **password**.

Enter your **username** and **password** as shown on page 2 of this tutorial.

Select **Admin** on the Main Menu



This takes you to the following screen:



You are now in the **Group Members** section (see **Group Member** tab on the left hand side of the screen, beneath the Main Menu).

Select your name by clicking on the drop-down arrow by **Select member**

You will see your details come up in the boxes below. Here you can change your given password and use a personal one – be sure to click on **Save Changes** if you change your password.

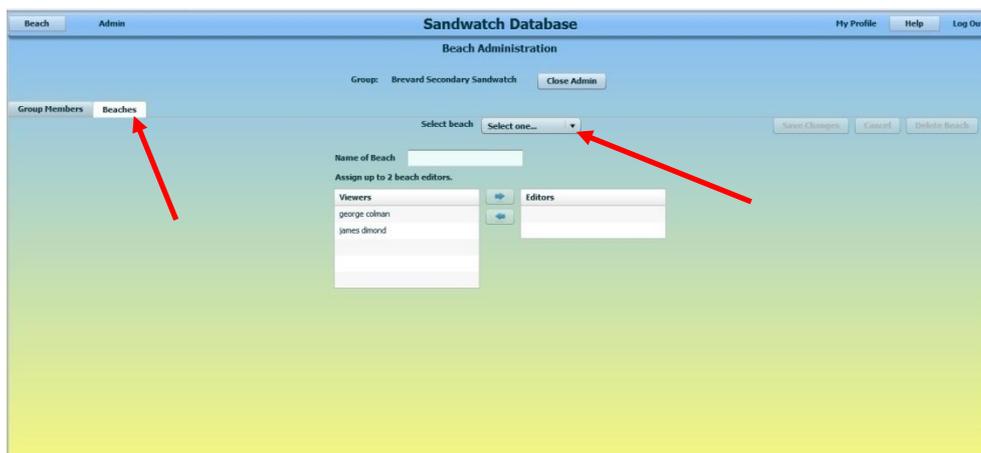
You can now add members of your group. There are 2 types of members: (1) a Beach Editor who, like the Beach Administrator, can enter data – this could be a responsible and capable student in the class. There can be up to 2 Beach Editors for a particular beach; and (2) a Beach Viewer who can see the beach data but not enter or change data – this could be the other students in the class. There can be any number of Beach Viewers.

To add members, click on the drop-down arrow by **Select member** and choose **Add new user** (see screen below)



Enter the new member's details and give them a password – they can change their password later. Click **Save Changes**. You can add more new members if you wish.

To assign your new members as Beach Editors or Beach Viewers, click on the **Beaches** tab at the left hand side of the screen.



First of all set up your beach. Click on the drop-down arrow by **Select beach** and click on **Add new beach**

Insert the name of the beach in the empty box by **Name of Beach**, then click on **Save Changes**.

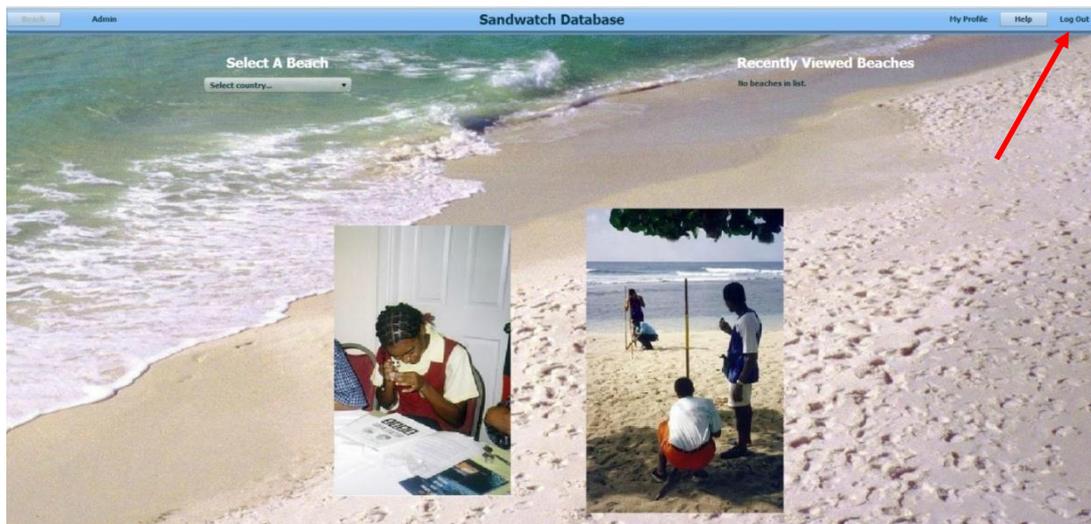
Then assign your group members as Beach Editors or Beach Viewers. All members you added will show up as Beach Viewers. Click on the name and then select **the left** or **the right arrow** depending on whether you want the individual to be a Beach Editor or a Beach Viewer.

Note you can only have two beach editors per beach.

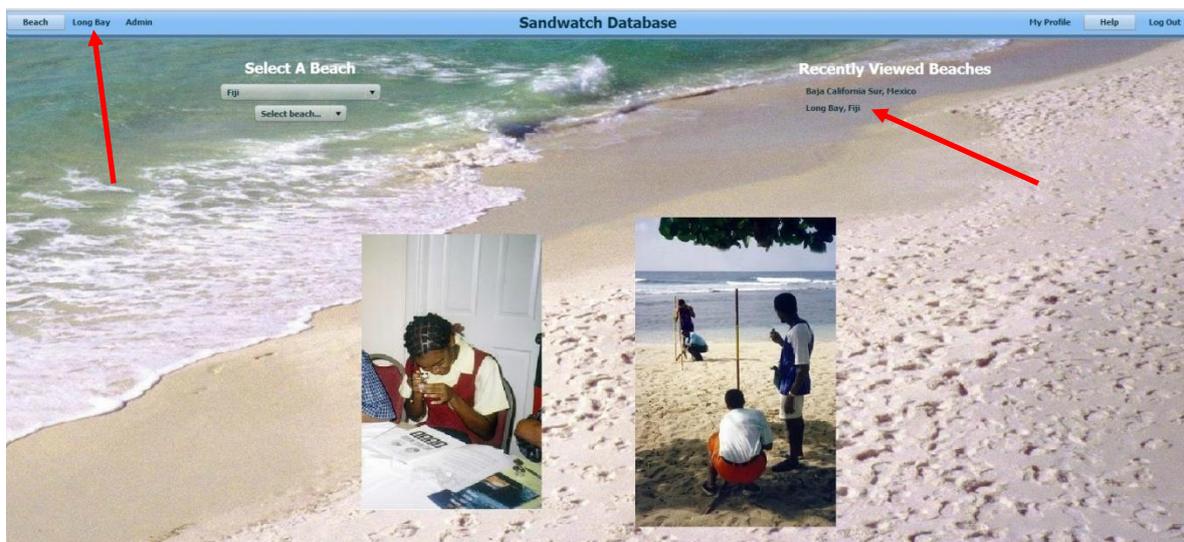
When you have finished click **Save Changes**.

Now that you have set up the group members, select **Close Admin** in the top centre of the screen.

This takes you back to the opening page and you have to log out for your details and changes to be recorded. Click on the **Log out** tab at the top right hand corner.



Log back in with your **username** and **password**. Because you have already logged in before and set up your beach, you will see the name of the beach listed on the right hand side of the page under **Recently Viewed Beaches**. Click on the **name of your beach**. The only change you will see is that the name of your beach comes up on the Main Menu.



The next step is to enter some details about your Sandwatch group.

Click on **Beach** on the Main Menu.

Select **General Description (Chapter 4)**.

The next screen allows you to enter the details about your Sandwatch group and the class working on this particular beach.

The screenshot shows the 'Sandwatch Database' interface. The main title is 'Sandwatch Database' with 'Turtle beach' and 'General Description (Chapter 4)' as sub-headers. There are navigation tabs: '(a) Details of Sandwatch Group', '(b) Location of Beach', '(c) Map of Beach', '(d) Photos of Beach', '(e) Beach Characteristics', and '(f) Historical Information'. The form fields are as follows:

Name of Sandwatch Group	Mayaro Environmental Wave
Name of School/Organisation	Mayaro Primary School
Address	Mayaro Tinidad
Telephone contact	
Email contact	
Website	
Name of teacher/group leader	Andy Paul
Name of class	Primary 4
Date Group formed (dd/mm/year)	04/02/2011

At the top right, there are 'Save Changes' and 'Cancel' buttons. A red arrow points to the 'Save Changes' button with the text 'Save Changes' next to it. Another red arrow points to the 'Name of class' field with the text 'Enter details about the class' below it.

When you have finished click **Save Changes** at the top right hand side of the screen.

You are now set to go and you or your Beach Editors can enter your data, photos and sketch maps.

4. Getting started as a BEACH EDITOR

Ask your teacher (or Beach Administrator) for your **username** and **password**.

Type <https://sandwatchdb.org/beachdata> in your browser window.

The following screen will come up:

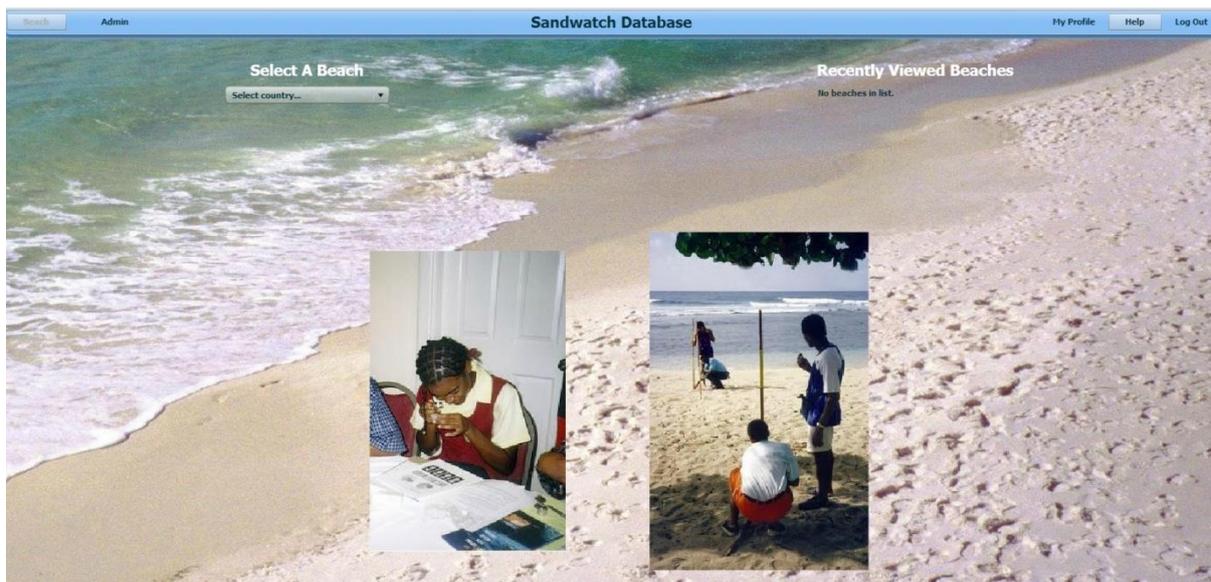


Type in your **username**

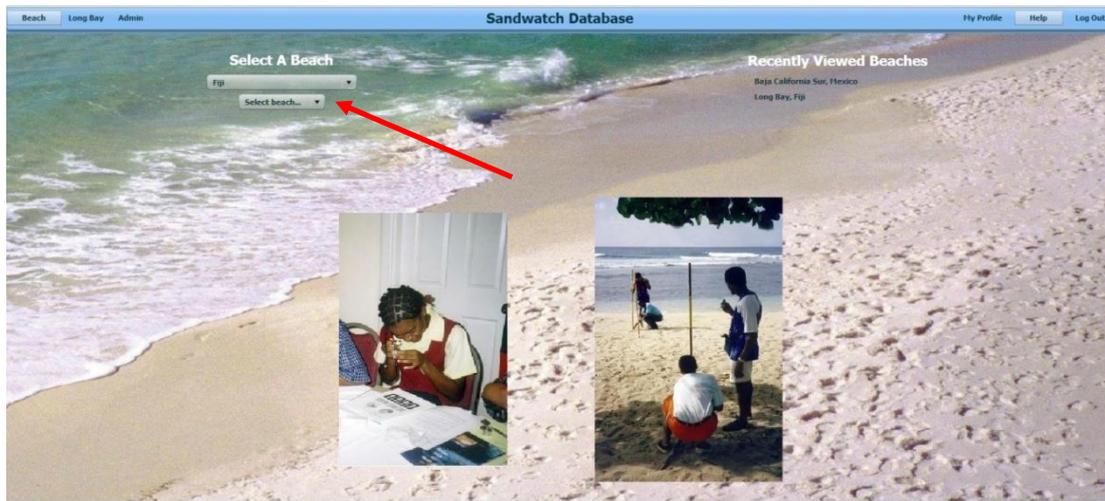
Type in your **password**

Click **Log in**

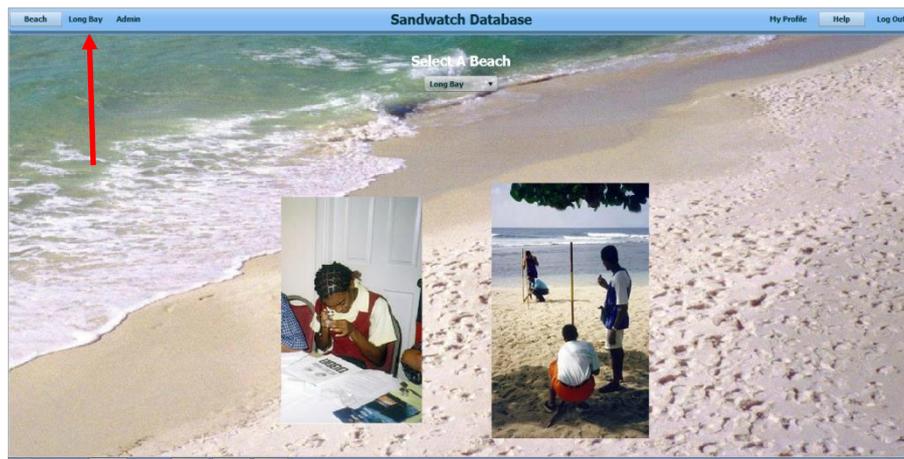
The following screen comes up:



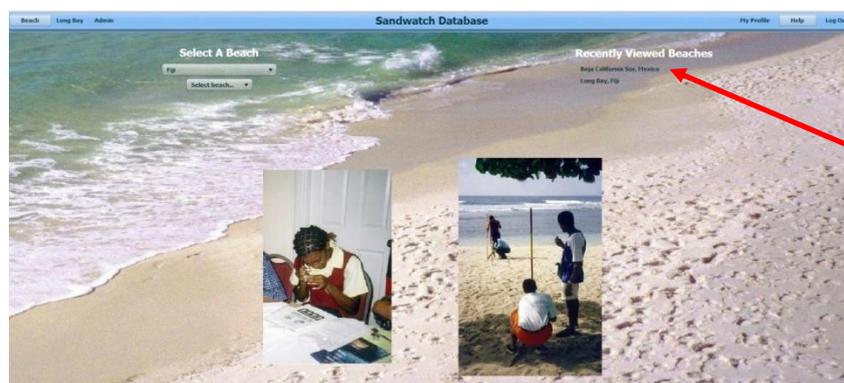
Under **Select A Beach** (top left of the page), click on the drop-down arrow and select the name of your country. After selecting the country a beach drop-down list is added to the screen, select the name of the beach given to you by your teacher (or Beach Administrator).



Once you have made your beach selection, the only change you will see is that the name of **Your beach** appears in the blue header (Main Menu) – see next screen.



If you have already logged in to the database before and worked on a beach, you will see the name of the beach listed on the right hand side of the page under **Recently Viewed Beaches**. Click on the **name of your beach**. The only change you will see is that the name of your beach comes up on the Main Menu.

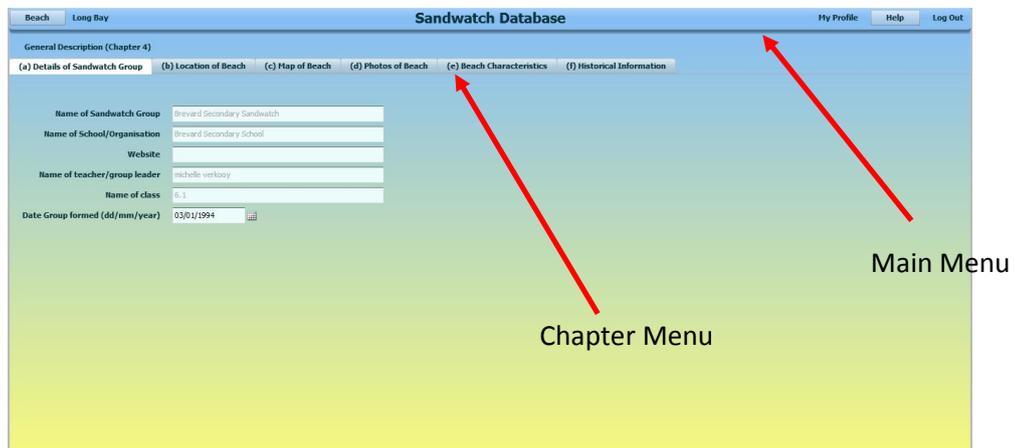


Now let's explore one chapter: General Description (Chapter 4)

On the top left of the Main Menu click on **Beach**

Click on **General Description (Chapter 4)**

This takes you to the following screen:



You will see a Chapter Menu under the Main Menu

At this stage you are in section **(a) Details of the Sandwatch Group** in Chapter 4. You will see details about your school and the name of your class and when the Sandwatch group started.

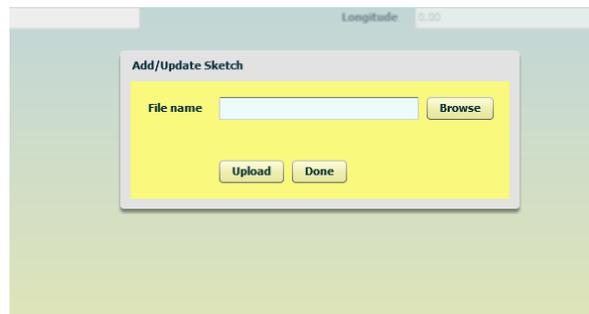
Click on **(b) Location of Beach** on the Chapter Menu. Here you can add a sketch map of your beach.

NOTE: ALL FILES CONTAINING PHOTOS AND SKETCH MAPS MUST BE LESS THAN 1MB. To compress a photo file bigger than 1MB – see page Photo Pages in the User Guide.

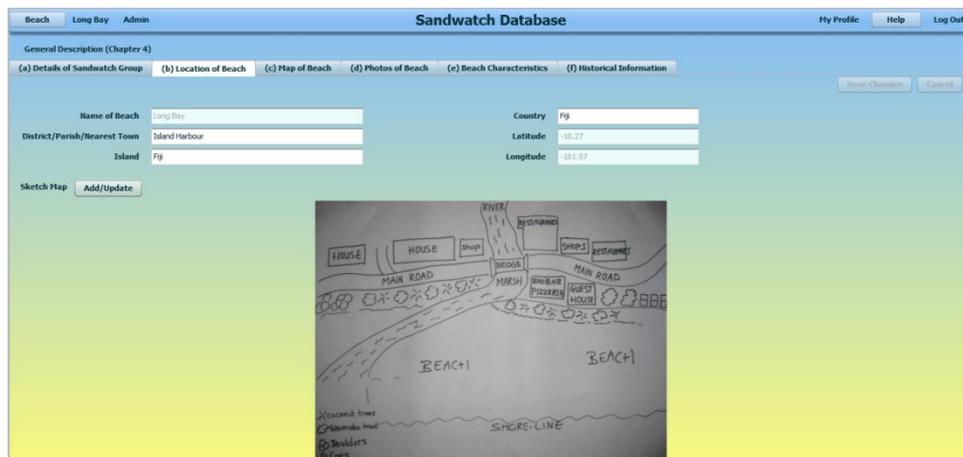
Click on **Add/Update**



Click **Browse**, select the appropriate folder and click on the sketch map file name. The file name will appear in the box. Click **Upload**. Then click **Done**.



You can now continue to add information to the other items on the Chapter Menu: **(c) Map of beach**, **(d) Photos of beach**, **(e) Beach characteristics**, **(f) Historical information**. For further instructions – see the tutorial on Chapter 4: General Description.



5. Getting started as a BEACH VIEWER

Ask your teacher (or Beach Administrator) for your **username** and **password**.

Type <https://sandwatchdb.org/beachdata> in your browser window.

The following screen will come up:

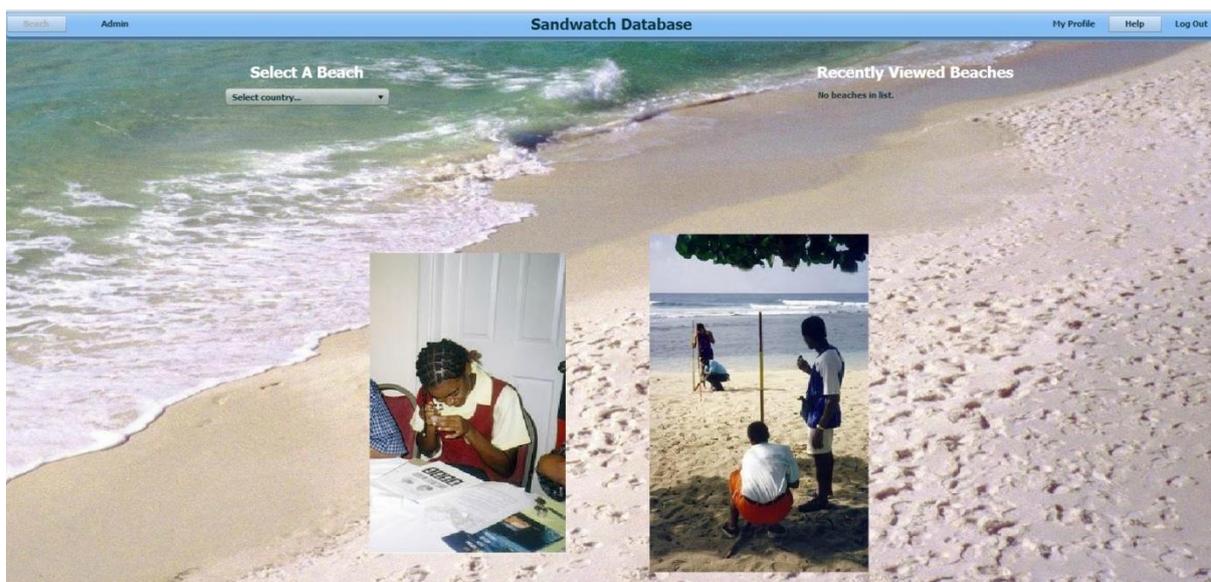


Type in your **username**

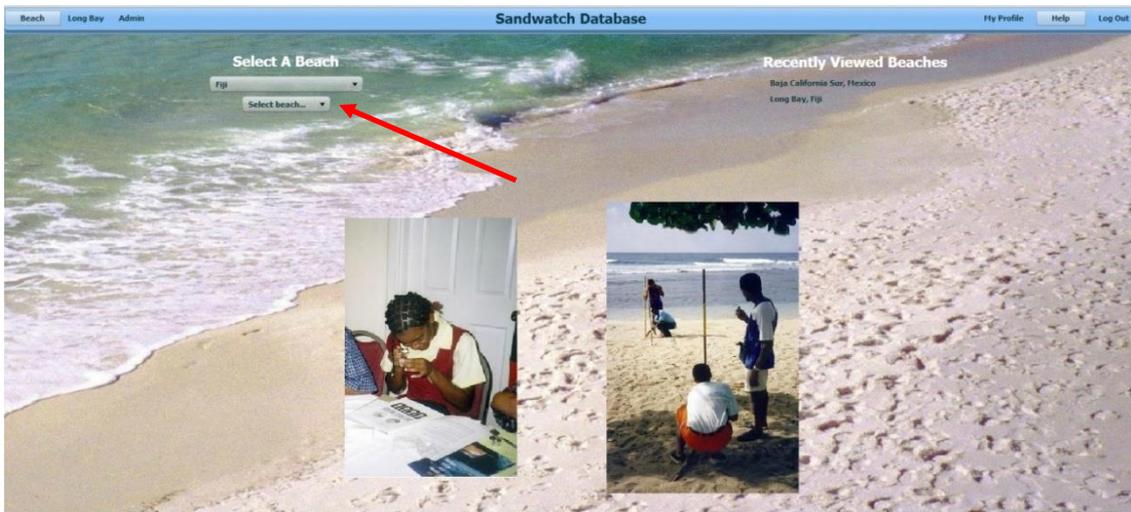
Type in your **password**

Click **Log in**

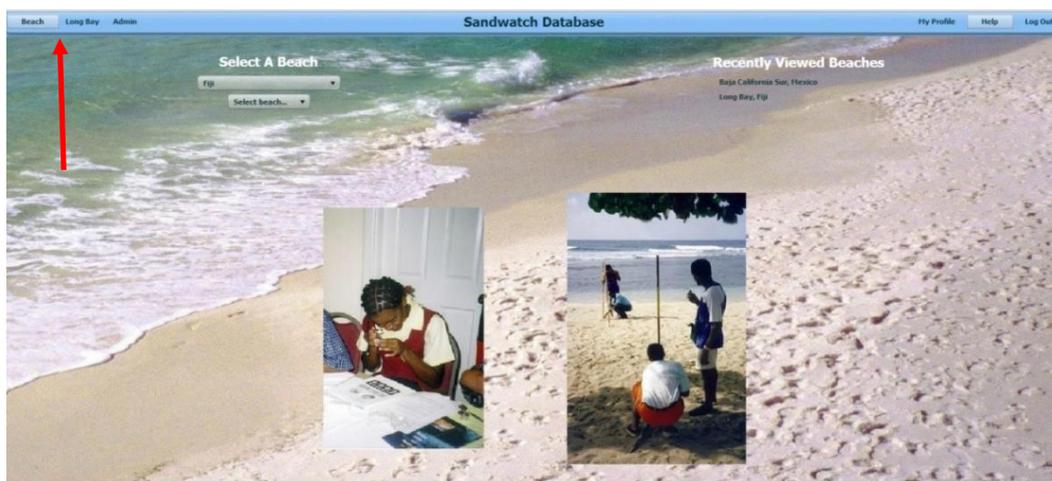
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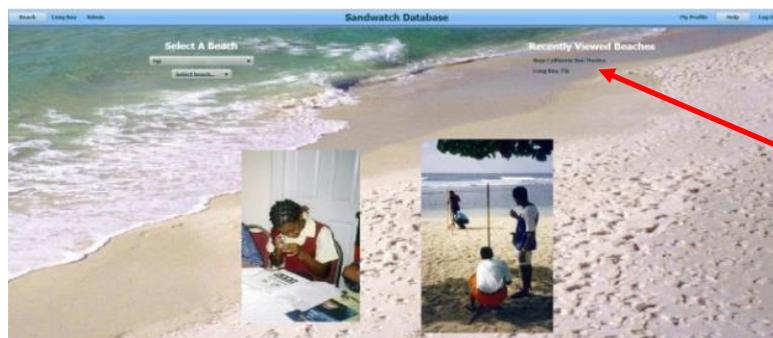
Under **Select A Beach** (top left of the page), click on the drop-down arrow and select the name of your country. After selecting the country a beach drop-down list is added to the screen, select the name of the beach given to you by your teacher (or Beach Administrator).



Once you have made your beach selection, the only change you will see is that the name of **Your beach** appears in the blue header (Main Menu) – see next screen.



If you have already logged in to the database before and **viewed this beach**, you will see the name of the beach listed on the right hand side of the page under **Recently Viewed Beaches**. Click on the **name of your beach**. The only change you will see is that the name of your beach comes up on the Main Menu.

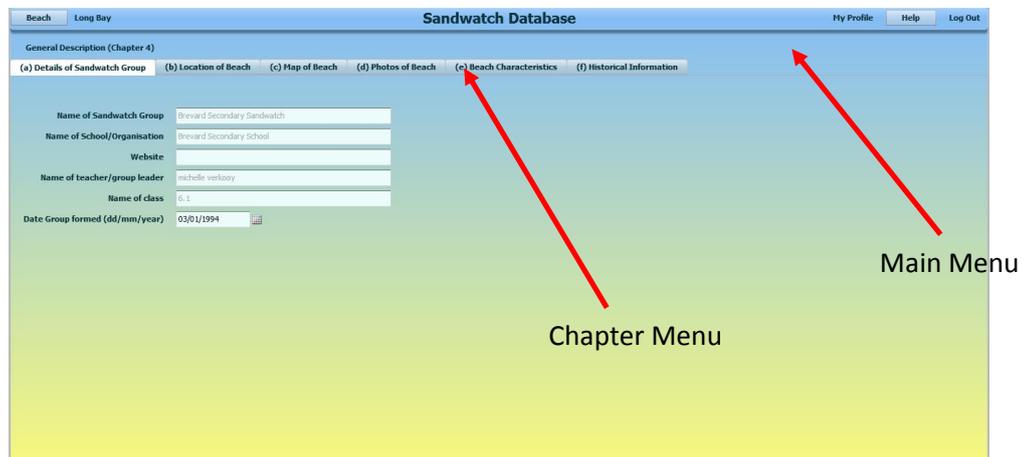


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Click on **General Description (Chapter 4)**

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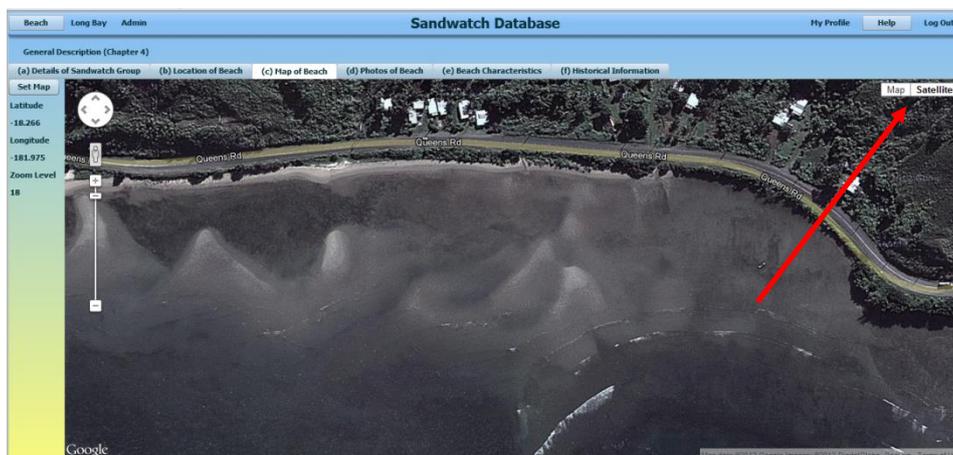
You will see a Chapter Menu under the Main Menu

At this stage you are in section **(a) Details of the Sandwatch Group** in Chapter 4. You will see details about your school and the name of your class and when the Sandwatch group started.

Click on **(b) Location of Beach** on the Chapter Menu

This will show you the latitude and longitude coordinates and you will see a sketch map of the beach. Depending on your connection speed the map may take up to 60 seconds to show on the screen.

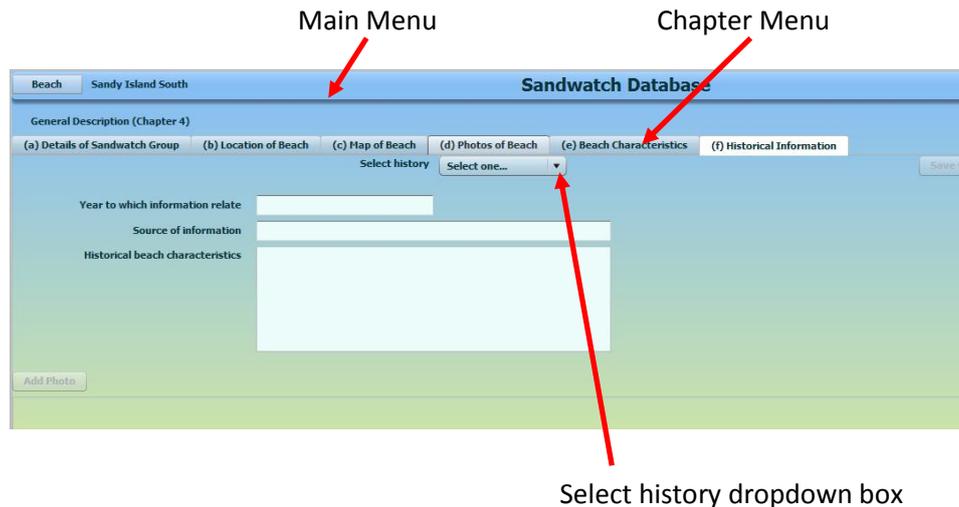
Now click on **(c) Map of Beach** on the Chapter Menu. Here you will see a map of the beach from Google Earth. You can obtain a map or a satellite view by clicking on **Map** or **Satellite** at top right hand side of the screen (see next screen).



Click on (d) **Photos of Beach** on the Chapter Menu – this shows you three photos of the beach. If you click on one of the photos, then the screen shows the photo full size. (Again depending on connection speed, it may take a short while for the full size photo to come up).

Click on (e) **Beach Characteristics** on the Chapter Menu– this shows you some general information about the beach such as: Length of monitored beach and Typical sea conditions. Scroll down the page to see more characteristics.

Click on (f) **Historical Information** on the Chapter Menu;



Under the Chapter Menu you will see a drop-down arrow beside **Select history**. Click on the drop-down arrow and select **1970**; you will see some information and photos about the dunes that used to exist and how they have been mined.

You have now seen all the options under **General Description (Chapter 4)**. To see the other chapters click on **Beach** on the Main Menu and select a different chapter.